

MINUTES OF A REGULAR MONTHLY MEETING  
OF THE PUBLIC SERVICE BOARD OF THE  
MINERAL WELLS PUBLIC SERVICE DISTRICT  
HELD THURSDAY, DECEMBER 20, 2001, IN THE  
DISTRICT'S OFFICE LOCATED AT MINERAL  
WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Shayne Brabham, Operations Manager; Margaret Batten, Office Manager; Nellie Radcliff, Office Technician; Vince Shaw, Engineer, Cerrone, Inc.; Manning & Kari Frymier, P. E., Cerrone, Inc.; and William Byers, Operations Technician, were present.

Mr. Frymier gave a report on the up-coming project. The tank site is a slight hold up as of this date. Copies of the plans of the project are going to Dianne Wolfe, Executive Secretary, Bows, Rice, McDavid, Graff and Love, so that she can get started on the acquisitions. There will be a meeting in Charleston on January 9, 2002, with Katie Mowery, Executive Secretary, WV Infrastructure & Job Development Council. The purpose of the meeting is to inform the District that the money is available for the Sycamore, Stephens Fork, Limestone Ridge project. The project is moving ahead and hopefully will be under construction come spring. He did inform the District that there would be no fire protection on Gates Ridge or Morehead Ridge. The hydraulics will not accommodate fire hydrants. The District's attorney will need to contact Jackson and Wirt Counties about extending the boundaries.

Mr. Frymier reported on the status of the Dechlorination and the Department of Highways Rest Area project. Both projects are on schedule. This concluded Mr. Frymier's report and he excused himself from the rest of the meeting.

Mr. Lett made a motion that the Minutes of November 15, 2001, Board Meeting be approved as presented. Mr. Radabaugh seconded the motion. The motion carried by unanimous vote. Mr. Lett signed the Minutes.

Mr. Radabaugh made a motion that the following items be approved as presented.

1. Financial Statement dated November 30, 2001, for All Finances of the District (copy attached).
2. Financial Statement dated November 30, 2001, for Water Revenue Fund Checking Account Fund (copy attached).
3. Financial Statement dated November 30, 2001, for Sewer Revenue Fund Checking Account (copy attached).
4. Financial Statement dated November 30, 2001, for Rockport Construction

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - DECEMBER 20, 2001  
PAGE 2

- Fund Checking Account (copy attached).
5. Financial Statement dated November 30, 2001, for Water Improvement Fund Checking Account Fund (copy attached).
  6. Check numbers 26347 thru 26409 written on the Water Revenue Fund Checking Account since November 15, 2001, Board Meeting (copy attached).
  7. Check numbers 26410 thru 26432 written today, December 20, 2001, on the Water Revenue Fund Checking Account (copy attached).
  8. Check numbers 28227 thru 28283 written on the Sewer Revenue Fund Checking Account since November 15, 2001, Board Meeting (copy attached).
  9. Payroll check numbers 00759 thru 00774 written since the November 15, 2001, Board Meeting (copy attached).
  10. Check numbers 28284 thru 38303 written today December 20, 2001, on the Sewer Revenue Fund Checking Account (copy attached).

The motion was seconded by Mr. Lett. The motion carried by unanimous vote.

Mrs. Batten presented a document from the Department of Highways that needed signed by the Chairman. Mr. Radabaugh made a motion that Mr. Charles Stewart be authorized to sign the document. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the document.

Mrs. Batten presented an agreement from Poynter's Best Products to renew the service contract on the Districts copy machine. Mr. Radabaugh made a motion that the service contract be approved as presented. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart signed the contract.

Mrs. Batten presented a letter from the West Virginia Rural Water Association concerning the dues for the up-coming year. Mr. Radabaugh made a motion that the District pay the dues and remain a member of the Association. Mr. Lett seconded the motion. The motion carried by unanimous vote.

Mr. Brabham gave a report on the following items.

1. All punch list items are complete, will submit receipts to Virginia McDonald, Rural Utilities Development, for reimbursement from Lou Morgan Builders,

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - DECEMBER 20, 2001  
PAGE 3

retainage.

2. Preparing a change order sheet for Virginia McDonald, Rural Utilities Development for the following items:
  1. Concrete
  2. Three typewrites
  3. Conference Table and Chairs
  4. Ice cleats for foyer
  5. Security System
  6. Photo Switch to be installed on lights for the back parking lot
  7. Awning for back door
  
3. Security System - Mountain State Security (2) quotes.
  1. ADT - \$4,000.00 - \$18.95 monthly monitoring fee, VCR have to change tapes.
  2. ADT - \$3,888.00 - \$29.99 monthly monitoring fee, Digicorder, Continuous run.

Mr. Radabaugh made a motion that the Security System quote number two be purchased from Mountain State Security for the District for \$29.99 monthly monitoring fee. Mr. Lett seconded the motion. The motion carried by unanimous vote.

4. New GMC Truck is on its way, should be here any day.
  
5. The District needs to have an auction and sell the old Ford and Chevrolet Trucks.

Mr. Radabaugh made a motion for the District to advertise the sale of the two trucks, to be sold as is, at the District's Office, Thursday, January 17, 2002, at 5:00 p.m. Items may be seen one hour prior to sale. Mr. Lett seconded the motion. The motion carried by unanimous vote.

This concluded Mr. Brabham's report.

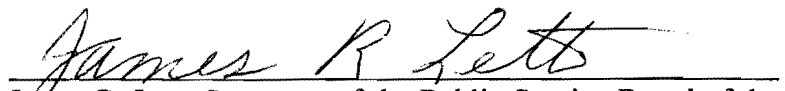
The Board discussed that there were several valve markings that need repaired or replaced and the need of a dusk to dawn light at the front entrance. It is difficult to see the driveway. Mr. Radabaugh made a motion that a dusk to dawn light be installed at the entrance. Mr. Lett seconded the motion. The motion carried by unanimous vote.

MINERAL WELLS PUBLIC SERVICE DISTRICT  
MINUTES - DECEMBER 20, 2001  
PAGE 4

All business having been discussed, Mr. Radabaugh made a motion that the meeting be adjourned. Mr. Lett seconded the motion. The motion carried by unanimous vote. Mr. Stewart adjourned the meeting at 7:10 p.m.

CERTIFICATION

I, James R. Lett, Secretary of the Public Service Board of the Mineral Wells Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed Minutes are a true and accurate record of the meeting held at the time and place aforesaid.

  
James R. Lett, Secretary of the Public Service Board of the  
Mineral Wells Public Service District, Mineral Wells, West  
Virginia

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
NOVEMBER 30, 2001  
CHECKING ACCOUNT**

Water Revenue Fund Checking Account		
WesBanco Bank	\$	5,4455.69
Sewer Revenue Fund Checking Account		
WesBanco Bank		224.33
Rockport Construction Account		
WesBanco Bank		80.61
Water Improvement Construction Account		
WesBanco Bank		<u>45.96</u>
<b>TOTAL IN CHECKING ACCOUNTS:</b>		<b>\$ 5,806.59</b>

**WATER ACCOUNTS**

Depreciation Reserve Account		
WesBanco Bank	\$	9,466.62
Revenue Reserve Account		
WesBanco Bank		28,700.77
Revenue Reserve Account-Sams Creek/Chesterville		
WesBanco Bank		8,961.74
Revenue Reserve Account-Rockport		
WesBanco Bank		334.00
Depreciation Reserve Account-Rockport		
WesBanco Bank		334.00
Revenue Reserve Account-Water Improvement		
WesBanco Bank		1,004.00
Depreciation Reserve Account-Water Improvement		
WesBanco		1,004.00
Sycamore Run-Limestone Tap Fees		
WesBanco Bank		30,447.48
Sycamore Run-Limestone Security Deposits		
WesBanco Bank		15,126.36
Security Deposit Account		
WesBanco Bank		<u>20,087.45</u>
<b>TOTAL IN WATER ACCOUNTS:</b>		<b>\$101,852.42</b>

**SEWER ACCOUNTS**

Repair and Replacement Account		
WesBanco Bank	\$	63,046.21
Reserve for Grinder Pump Maintenance		
Prime Rate Money Market-WesBanco Bank		22,508.50
Security Deposit Account		
WesBanco Bank		<u>15,339.18</u>
<b>TOTAL IN SEWER ACCOUNTS:</b>		<b>\$100,893.89</b>

<b>TOTAL ALL FINANCES, NOVEMBER 30, 2001</b>		<b>\$222,166.90</b>
--	--	---------------------

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER REVENUE FUND CHECKING ACCOUNT  
NOVEMBER 30, 2001**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, OCTOBER 31, 2001**

**\$ 30,021.68**

**RECEIPTS:**

Water Sales	\$51,334.85
Tap Fees	300.00
Water Buffalo Sales	982.25
Reconnection Fees	40.00
WV DOH-Cerrone Associates	22,481.27
Reimbursement-Sewer Fund	1,000.00
Reimbursement- Heath Kidder	55.59
Ashley Recycling	33.25
Security Deposit Refunds	<u>776.76</u>

**TOTAL RECEIPTS:**

**\$77,003.97**

**TOTAL CASH AVAILABLE:**

**\$107,025.65**

**EXPENDITURES:**

Municipal Bond Commission	\$ 1,592.00
Rural Economic & Development	5,252.00
USDA-Rural Development	13,365.00
WesBanco Bank-Parkersburg	110.00
WesBanco Bank-Parkersburg	314.00
WesBanco Bank-Parkersburg	334.00
WesBanco Bank-Parkersburg	1,004.00
WesBanco Bank-Parkersburg	3,004.88
WV Department of Tax & Revenue	521.70
WV Public Employees Retirement System	1,412.49
Salaries	6,501.15
Commissioner's Salaries	187.50
WV Public Employees Insurance Agency	950.19
Alltel	21.80
Haul Away Trash, L.L.C.	30.00
AT&T State Calling Service	15.74
Miss Utility of WV, Inc.	20.13
Miller Communications	1,700.00
U S Postal Service	149.50
Mineral Wells Public Service District	1,218.49

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT-NOVEMBER, 2001  
 PAGE 2**

Fasteners & Supply, Inc.	\$ 38.09
Tesa Company	50.80
Water Environmental Testing	108.00
Claywood Park Public Service District	22,412.95
AT&T Wireless Services	73.66
Parkersburg Office Supply	91.30
rus of Morgantown	227.70
C. I. Thornburg Company	4,657.65
WV Water & Waste Supply	480.08
Westco Internet	19.96
Cerrone Associates, Inc.	22,481.27
Appalachian Software, Inc.	1,725.64
Westfield Insurance Companies	1,272.70
Cyrus L. Bowen Construction Co.	4,180.00
BP Credit Card Center	74.16
Dwight Brohard	50.95
Mary J. Cottrill	14.47
Rebecca Dye	51.24
Daniel A. Dunbar	51.37
Betty Green	52.11
Timothy Pierce	50.97
Phillip & Kimberly Riel	50.97
Taz Yoak	51.25
AGA Gas	535.68
Bill Bailey Insurance	50.00
Conner Cleaning Service	109.00
Dominion Hope	6.83
Mike Fordyce	50.00
Hardman Supply Company	49.51
Ohio Valley Muffler & Brake	3.50
Scanton Service Group	67.10
Verizon	198.61
Business Software, Inc.	450.00
Pifer's Service Center	29.38
Daugherty Supply Company, Inc.	25.86
Cutlip Warner Development Company	<u>4,022.63</u>

**TOTAL EXPENDITURES:**

**\$101,569.96**

**BALANCE IN WATER REVENUE FUND CHECKING ACCOUNT,  
 WESBANCO BANK, NOVEMBER 30, 2001**

**\$ 5,455.69**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
SEWER REVENUE FUND CHECKING ACCOUNT  
NOVEMBER 30, 2001**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT  
WESBANCO BANK, OCTOBER 31, 2001** **\$ 5,434.38**

**RECEIPTS:**

Sewer Sales	\$42,044.53
Security Deposit Refunds	<u>831.04</u>

**TOTAL RECEIPTS:** **\$42,875.57**

**TOTAL CASH AVAILABLE:** **\$48,309.95**

**EXPENDITURES:**

Municipal Bond Commission	\$16,852.52
WesBanco Bank-Parkersburg	1,574.43
WesBanco Bank-Parkersburg	2,512.49
Salaries	5,317.93
Commissioners' Salaries	187.50
WV Public Employees Insurance Agency	746.57
WV Public Employees Retirement System	1,167.78
WV Dept. of Tax & Revenue	457.20
Allegheny Power Company	1,173.22
Alltel	21.80
C. I. Thornburg	121.99
Water Environmental Testing	195.00
AT&T-State Calling Service	15.73
AT&T Wireless Service	73.67
Miss Utility of WV Inc.	20.12
Miller Communications	30.00
U. S. Postal Service	149.50
Fasteners & Supply Inc.	106.30
Haul-Away Trash, LLC	30.00
Parkersburg Office Supply	91.27
rus of Morgantown	227.69
Trombold Equipment Co., Inc.	4,448.54
WWT Eelectric	413.00
WV Water & Waste Supply	463.41
Westco Internet	19.94
Appalachian Software Inc.	1,725.64



**MINERAL WELLS PUBLIC SERVICE DISTRICT  
 FINANCIAL STATEMENT-SEWER-NOVEMBER, 2001  
 PAGE 2**

AZ Commercial	16.14
Mineral Wells Public Service District	1,000.00
Westfield Insurance Companies	485.71
Harold & Opal Hoffman	500.00
David Jeffrey	3,169.53
BP Credit Card Center	74.15
Dwight Brohard	50.95
Rebecca Dye	51.24
Shannon Fiest	3.03
Betty Green	52.11
Phillip & Kimberly Riel	50.97
Chris Rader	24.37
Taz Yoak	51.25
Carla Ault	42.54
WV DEP	85.00
Conner Cleaning Service	179.00
Dominion Hope	6.82
Mike Fordyce	50.00
Hardman Supply Company	39.34
Ohio Valley Muffler & Brake	3.50
State Electric Supply Company	143.11
Scantron Service Group	67.10
Tesa Company	15.89
Verizon	342.00
ABB Automation, Inc.	745.00
Business Software, Inc.	450.00
Enviro Labs, Inc.	50.00
Pifer's Service Center	29.37
Style Crest Home Products	29.90
Daugherty Supply Company	25.85
Cutlip-Warner Development Co.	1,579.75
Mineral Wells Public Service District	<u>528.76</u>

**TOTAL EXPENDITURES:**

**\$48,085.62**

**BALANCE IN SEWER REVENUE FUND CHECKING ACCOUNT,  
 WESBANCO BANK, NOVEMBER 30, 2001**

**\$ 224.33**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
WATER IMPROVEMENT CONSTRUCTION ACCOUNT  
NOVEMBER 30, 2001**

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION  
ACCOUNT, WESBANCO BANK, OCTOBER 31, 2001** **\$ 45.96**

**RECEIPTS:**

None

**TOTAL RECEIPTS:** \$ 0,000.00

**TOTAL CASH AVAILABLE:** **\$ 45.96**

**EXPENDITURE:**

None

**TOTAL EXPENDITURES:** \$ 0,000.00

**BALANCE IN WATER IMPROVEMENT CONSTRUCTION ACCOUNT  
WESBANCO BANK, NOVEMBER 30, 2001** **\$ 45.96**

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
FINANCIAL STATEMENT  
ROCKPORT CONSTRUCTION ACCOUNT  
NOVEMBER 30, 2001**

**BALANCE IN ROCKPORT CONSTRUCTION  
ACCOUNT, WESBANCO BANK, OCTOBER 31, 2001** \$ 80.61

**RECEIPTS:**

None

**TOTAL RECEIPTS:** \$ 0,000.00

**TOTAL CASH AVAILABLE:** \$ 80.61

**EXPENDITURES:**

None

**TOTAL EXPENDITURES:** \$ 0,000.00

**BALANCE IN ROCKPORT CONSTRUCTION ACCOUNT  
WESBANCO BANK , NOVEMBER 30, 2001** \$ 80.61

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
WATER REVENUE FUND CHECKING ACCOUNT  
DECEMBER 20, 2001**

**CHECKS WRITTEN SINCE THE NOVEMBER 15, 2001, BOARD MEETING**

<b>CHECK NO.</b> 26347	U. S. Postal Service	\$ 120.14
26348	U. S. Postal Service	29.36
26349	BP Credit Card Center	74.16
26350	Dwight Brohard	50.95
26351	Mary J. Cottrill	14.47
26352	Rebecca Dye	51.24
26353	Daniell A. Dunbar	51.37
26354	Betty Green	52.11
26355	Mineral Wells PSD	353.21
26356	Timothy Pierce	50.97
26357	Phillip & Kimberly Riel	50.97
26358	Taz Yoak	51.25
26359	Appalachian Software Inc.	343.14
26360	AGA Gas Inc.	535.68
26361	Bill Bailey Insurance Agency	50.00
26362	Conner Cleaning Service	109.00
26363	Dominion Hope	6.83
26364	Mike Fordyce	50.00
26365	Hardman Supply Company	49.51
26366	Mineral Wells PSD	3,301.28
26367	Ohio Valley Muffler & Brake	3.50
26368	Parkersburg Office Supply	31.74
26369	Rural Development Admn.	2,112.00
26370	rus OF MORGANTOWN	97.39
26371	Scantron Service Group	67.10
26372	USDA-Rural Development	3,140.00
26373	Verizon	198.61
26374	WesBanco Bank-Parkersburg	1,457.27
26375	WV Dept of Tax & Revenue	521.70
26376	WV Public Employees Retirement	1,412.49
26377	WesBanco-Water Res-Sams-CV	314.00
26378	Alltel	10.90
26379	Business Software, Inc.	450.00
26380	Claywood Park PSD	10,999.35
26381	AT&T Wireless Services	28.03
26382	Fasteners & Supply Inc.	12.00
26383	Haul Away Trash L.L.C.	15.00
26384	Mineral Wells PSD	17.74
26385	Pifer's Service Center	29.38

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
DECEMBER 20, 2001  
PAGE 2**

<b>CHECK NO.</b> 26386	Void	
26387	WV Water & Waste Supply	\$ 25.00
26388	Westco Internet	9.98
26389	WesBanco Bank-Parkersburg	167.00
26390	WesBanco Bank-Parkersbug	167.00
26391	WesBanco Bank-Parkersburg	502.00
26392	WesBanco Bank-Parkersburg	502.00
26393	Tesa Company Inc	22.91
26394	Void	
26395	Water Environmental Testing	54.00
26396	Daugherty Supply Co Inc	25.86
26397	Mineral Wells PSD	847.54
26398	C I Thornburg	2,640.37
26399	Void	
26400	Cutlip-Warner Development Co.	4,022.63
26401	Miller Communications	1,685.00
26402	Linda K. Church	53.70
26403	Jason Alan Knopp	50.22
26404	WV Public Employees Ins Agency	933.22
26405	U S Postal Service	42.84
26406	Mineral Wells PSD	51.04
26407	Mineral Wells PSD	2,886.16
26408	WesBanco Bank-Parkersburg	1,341.07
26409	U S Postal Service	122.30

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 26410	AT&T - State Calling Service	5.94
26411	Bowles Rice McDavid Graff & Love	1,208.62
26412	Chemtek Corporation	41.73
26413	Conner Cleaning Service	109.00
26414	Miss Utility of WV Inc	7.25
26415	Miller Communications	125.88
26416	Municipal Bond Commission	1,592.00
26417	Mineral Wells PSD	847.54
26418	Network Associates	114.93
26419	Parkersburg Lock Service	491.00
26420	USDA-Rural Development	3,325.00
26421	USDA-Rural Development	10,040.00
26422	Water Environmental Testing	20.00

**MINERAL WELLS PSD  
LIST OF WATER CHECKS  
DECEMBER 20, 2001  
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZED  
(Continued)**

<b>CHECK NO.</b> 26423	WesBanco Bank-Parkersburg	\$ 110.00
26424	WesBanco Bank-Parkersburg	167.00
26425	WesBanco Bank-Parkersburg	167.00
26426	WesBanco Bank-Parkersburg	502.00
26427	WesBanco Bank-Parkersburg	502.00
26428	Allegheny Power	531.77
26429	BP Credit Card Center	145.03
26430	Daugherty Supply Co Inc	44.05
26431	Mineral Wells PSD	100.82
26432	Verizon	108.77

**MINERAL WELLS PUBLIC SERVICE DISTRICT  
SEWER REVENUE FUND CHECKING ACCOUNT  
DECEMBER 20, 2001**

**CHECKS WRITTEN SINCE THE NOVEMBER 15, 2001, BOARD MEETING**

<b>CHECK NO.</b> 28227	U. S. Postal Service	\$ 120.14
28228	U. S. Postal Service	29.36
28229	Allegheny Power	1,173.22
28230	Void	
28231	BP Credit Card Center	74.15
28232	Dwight Brohard	50.95
28233	Rebecca Dye	51.24
28234	Shannon Fiest	3.03
28235	Betty Green	52.11
28236	Void	
28237	Phillip & Kimberly Riel	50.97
28238	Chris Rader	24.37
28239	Taz Yoak	51.25
28240	Carla Ault	42.54
28241	Mineral Wells PSD	504.58
28242	WV DEP	85.00
28243	Appalachian Software Inc.	343.14
28244	Conner Cleaning Service	179.00
28245	Dominion Hope	6.82
28246	Mike Fordyce	50.00
28247	Hardman Supply Company	39.34
28248	James R. Lett	125.00
28249	Ohio Valley Muffler & Brake	3.50
28250	Parkersburg Office Supply	31.74
28251	Roy L. Radabaugh	125.00
28252	rus of Morgantown	97.38
28253	State Electric Supply Co. Inc.	143.11
28254	Charles M. Stewart	125.00
28255	Scantron Service Group	67.10
28256	Tesa Company Inc.	6.21
28257	Verizon	342.00
28258	WesBanco Bank-Parkersburg	1,363.11
28259	WV Dept of Tax & Revenue	457.20
28260	WV Public Employees Retirement	1,167.78
28261	ABB Automation, Inc.	745.00
28262	Alltel	10.90
28263	Business Software, Inc.	450.00
28264	AT&T Wireless Services	28.04
28265	Envirolabs, Incorporated	50.00

**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
DECEMBER 20, 2001  
PAGE 2**

28266	Fasteners & Supply Inc.	\$ 8.20
28267	Haul Away Trash L.L.C.	15.00
28268	Mineral Wells PSD	24.18
28269	Pifer's Service Center	29.37
28270	WV Water & Waste Supply	403.88
28271	Westco Internet	9.97
28272	Style Crest Home Products	29.90
28273	Tesa Company Inc	9.68
28274	Daugherty Supply Co Inc	25.85
28275	Cutlip-Warner Development Co	1,579.75
28276	Miller Communications	15.00
28277	Allegheny Power	3,085.01
28278	Linda K Church	53.70
28279	WV Public Employees Ins Agency	763.54
28280	U S Postal Service	42.84
28281	Mineral Wells PSD	51.04
28282	WesBanco Bank-Parkersburg	1,234.10
28283	U S Postal Service	122.29

**PAYROLL CHECKS WRITTEN SINCE THE NOVEMBER 15, 2001, BOARD MEETING**

<b>CHECK NO.</b> 00759	Todd R. Anderson	\$ 539.44
00760	Margaret J. Batten	823.14
00761	Richard Shayne Brabham	949.61
00762	William H. Byers, Jr.	854.96
00763	Linda K. Church	765.54
00764	Russell P. Hanna	676.88
00765	Mark K. Murphy	955.00
00766	Nellie B. Radcliff	670.15
00767	Todd R. Anderson	517.23
00768	Margaret J. Batten	784.19
00769	Richard Shayne Brabham	875.60
00770	William H. Byers, Jr.	730.04
00771	Linda K. Church	722.13
00772	Russell P. Hanna	650.74
00773	Mark K. Murphy	644.47
00774	Nellie B. Radcliff	651.86



**MINERAL WELLS PSD  
LIST OF SEWER CHECKS  
DECEMBER 20, 2001  
PAGE 3**

**CHECKS WRITTEN TODAY AND NEED AUTHORIZATION**

<b>CHECK NO.</b> 28284	Allegheny Power	\$ 1,504.19
28285	AT&T - State Calling Service	5.93
28286	AZ Commercial	129.12
28287	Bowles Rice McDavid Graff & Love	480.37
28288	BP Credit Card Center	284.02
28289	Chemtek Corporation	41.73
28290	Conner Cleaning Service	179.00
28291	Enviro labs, Incorporated	40.00
28292	Gene's Septic Tank Cleaning	210.00
28293	Miss Utility of WV Inc	7.25
28294	Miller Communications	125.87
28295	Municipal Bond Commission	16,852.52
28296	Network Associates	114.92
28297	Verizon	490.91.
28298	Water Environmental Testing	195.00
28299	WesBanco Bank-Parkersburg	1,050.37
28300	Mineral Wells PSD	50.55
28301	Discount Industrial Supply Corp	44.13
28302	Somerville Fabricators Inc	625.00
38303	Jeremy Erdman	32.98

**MINERAL WELLS PUBLIC SERVICE DISTRICT**  
**LIST OF CORRESPONDENCE**  
**RECEIVED OR MAILED SINCE THE NOVEMBER 15, 2001, BOARD MEETING**  
**DECEMBER 20, 2001**

1. A publication from the West Virginia Rural Water Association listing descriptions of all their training classes scheduled for January, February, March, 2002.
2. **West Virginia Rural Water Association Infrastructure Council Report NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated December 14, 2001, Vol. 5, Issue 12.
3. Brochure from the West Virginia Environmental Training Center listing the following training classes: Class I Wastewater Makeup, December 11-12, 2001; Class II Wastewater Makeup, December 13-14, 2001; and Wastewater Management, January 7 - 11, 2002.
4. **The PIPELINE, NEWS & VIEWS FROM THE WV Division of Environmental Protection, Dept. of Health and Human Resources and WV Public Service Commission**, dated November/December 2001.
5. A letter dated November 2001, to Margaret Batten from SSPC, the Society for Protective Coatings, from Melissa Mudry Brendal, Individual Membership Manager, relative to becoming a member of SSPC.
6. Form letter to the District from Terry Thomas, Chief, PMBS Volunteer Fire Department, listing the number of gallons of water used for training purposes and the number of gallons of water used for fire fighting purposes.
7. **THE PIPELINE**, a publication of the National Association of Pipe Fabricators.
8. Memorandum dated November 8, 2001, (received November 26, 2001) to Benefit Coordinators, from Tom Susman, Director, West Virginia Public Employees Insurance Agency, relative to the passage of House Bill 604 allowing public employees up to sixty days paid leave when mobilized by the appropriate federal officials.
9. Memorandum dated November 15, 2001, (received November 26, 2001) to Benefit Coordinators, from Tom Susman, Director, West Virginia Public Employees Insurance Agency, enclosing revised forms for 2002.
10. **WEST VIRGINIA RURAL WATER ASSOCIATION INFRASTRUCTURE COUNCIL REPORT NEWSLETTER**, a publication of the West Virginia Rural Water Association, dated November 14, 2001, Vol. 5, Issue 11.
11. Letter dated November 16, 2001, to Linda K. Church from Allan Bradley requesting that his water service at his summer camp in Ferrell Valley be turned off and locked for the winter.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 2**

12. Copy of a letter dated November 16, 2001, to Allan Bradley from Linda Church stating that the District will discontinue his water service at Ferrell Valley on Friday, November 16, 2001
13. Fax dated November 16, 2001, to Fruth Pharmacy, Attention: Angel, from Linda Church containing a copy of the October water and sewer bills for Fruth Pharmacy.
14. Letter dated November 16, 2001, to Benefit Coordinators from Tom Susman, Director, West Virginia Public Employees Insurance Agency, containing a list of dates from November 26<sup>th</sup> to December 6<sup>th</sup> along with a list of locations for Public Employees Insurance Agency's Public Hearings to announce the proposed changes for Plan Year 2003.
15. Fax cover sheet dated November 16, 2001, to AGA GAS INC. from Shayne Brabham enclosing a credit application for the District along with a copy of a blanket tax exemption certificate.
16. Copy of a letter dated November 16, 2001, to Virginia McDonald, Rural Utilities Service, from R. Shayne Brabham requesting that the District be authorized to purchase an additional repeater for the telemetry system which was installed during the construction of the Rockport Water Extension, Contract 2.
17. Copy of a letter dated November 16, 2001, to Mary Rader, Wood County Commission, enclosing a copy of the Minutes of the Regular Board Meeting held on Thursday, October 18, 2001.
18. Letter dated November 18, 2001, to the Mineral Wells PSD from Robert H. Hill, Advanced Alarm Technologies, stating that his company is available to discuss and /or design a security system to protect our water system.
19. Copy of correspondence instructions dated November 19, 2001, to the Wood County Clerk's Office from Margaret Batten enclosing a right-of-way easement from Harold and Opal Hoffman to be recorded.
20. Letter dated November 19, 2001, to the Mineral Wells Public Service District from Rhonda J. Revels, Senior Trust Officer, and Janet L. Shelburne, Trust Officer, WesBanco Bank Wheeling, stating that the District's corporate trust account #76-0137-00 will be handled in the Wheeling office rather than in the Parkersburg office.
21. Copy of a letter dated November 19, 2001, to David Jeffrey, David Development, Inc., from Margaret Batten enclosing District Check No. 28225 in the amount of \$3,169.53 as reimbursement for three customers who were tied into the grinder pump that you paid to have

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 3**

installed in Sanctuary Heights.

22. Letter dated November 9, 2001, to Shayne Brabham from Lori Derrick, Permit Support Team, West Virginia Department of Environmental Protection, containing the necessary papers to constitute a modification application for the District's WV/NPDES Water Pollution Control Permit No. WV0081141 and instructions for the completion of same.
23. Copy of a certified letter dated November 20, 2001, to Mr. and Mrs. Melvin Mitchell from Charles M. Stewart relative to the delinquent water bill of their tenant, Joshua Daggett Mitchell.
24. Copy of a certified letter dated November 20, 2001, to Mr. and Mrs. Robert Gilbert from Charles Stewart relative to the delinquent water bill of their tenant, John D. Field.
25. Copy of a certified letter dated November 20, 2001, to Mr. Alvin Kyer from Charles Stewart relative to the delinquent water bill of his tenant, Alan Lott.
26. Copy of a certified letter dated November 20, 2001, to RCDI from Charles Stewart relative to the delinquent sewer bill of its tenant, Teresa Cronin.
27. Copy of a certified letter dated November 20, 2001, to Mr. and Mrs. Kenneth Carney relative to the delinquent sewer bill of their tenants, Michael and Stacie Mackey.
28. Copy of a certified letter dated November 20, 2001, to Mr. and Mrs. Kenneth Carney relative to the delinquent sewer bill of their tenant, Charlotte C. Griffith.
29. Copy of a certified letter dated November 20, 2001, to Johnny Bosley from Charles Stewart relative to the delinquent water and sewer bill of his tenants, Melody Whitehair and M. Balderson.
30. Copy of a certified letter dated November 20, 2001, to Johnny Bosley from Charles Stewart relative to the delinquent water and sewer bill of his tenant, Jason Hodgson.
31. Copy of a certified letter dated November 20, 2001, to John Bosley from Charles Stewart relative to the delinquent sewer bill of his tenant, James E. Barker, Jr.
32. Copy of a certified letter dated November 20, 2001, to Delson, Inc. from Charles Stewart relative to a delinquent water and sewer bill of their tenant, Stephen Wilburn.
33. Copy of a certified letter dated November 20, 2001, to Delson, Inc. from Charles Stewart

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
DECEMBER 20, 2001  
PAGE 4**

relative to a delinquent water and sewer bill of their tenant, Tammy Deem Bennett.

34. Copy of a certified letter (final notice) dated November 20, 2001, to Delson, Inc. from Charles Stewart relative to a delinquent water and sewer bill of their tenant, Evelyn Powell.
35. Copy of a certified letter (final notice) dated November 20, 2001, to Delson, Inc., from Charles Stewart relative to a delinquent water and sewer bill of their tenants, Dennie Ray Mott/Lisa L. Lamb.
36. Copy of a certified letter (final notice) dated November 20, 2001, to Delson, Inc. from Charles Stewart relative to a delinquent water and sewer bill of their tenant, Steve Winters.
37. Copy of a certified letter dated November 20, 2001, to Lana Lamp from Charles Stewart relative to a delinquent water and sewer bill of her tenant, Patrick M. Trembly.
38. Copy of a certified letter dated November 20, 2001, to Larry Matheny from Charles Stewart relative to the delinquent water and sewer bill of his tenant, Corey Ashbrook.
39. Copy of a certified letter (final notice) dated November 21, 2001, to Larry Matheny from Charles Stewart relative to the delinquent water and sewer bill of his tenant, Dedra Irene Parsons.
40. Copy of a certified letter dated November 21, 2001, to Miss Julie Ann White from Linda Church about a delinquent water bill that must be paid within ten days of the date of the letter to avoid being turned into Magistrate Court for collection.
41. Copy of a certified letter dated November 21, 2001, to Mr. Kevin Hutson from Linda Church about a delinquent water bill that must be paid within ten days of the date of the letter to avoid being turned into Magistrate Court for collection.
42. Copy of a certified letter dated November 21, 2001, to Nancy Carpenter from Linda Church about a delinquent water bill that must be paid within ten days of the date of the letter to avoid being turned into Magistrate Court for collection.
43. Copy of a certified letter dated November 21, 2001, to Brett L. Donahew from Linda Church about a delinquent sewer bill that must be paid within ten days of the date of the letter to avoid being turned into Magistrate Court for collection.
44. Copy of a certified letter dated November 21, 2001, to Floyd T. Barker from Linda Church about a delinquent water bill that must be paid within ten days of the date of the letter to

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 5**

avoid being turned into Magistrate Court for collection.

45. Copy of a letter dated November 21, 2001, to Jamie Six, Wood County Clerk, from Linda Church enclosing six liens for delinquent water and/or sewer bills to be recorded and returned.
46. Fax dated November 21, 2001, to Chief WTP Operator from Clement Sees, West Virginia Department of Health and Human Resources, containing a registration form for a teleconference entitled "Security Risk Assessment for Water Utilities" scheduled for Tuesday, November 27, 2001.
47. Letter dated November 21, 2001, to Charles Stewart from Virginia M. McDonald, Rural Utilities Service, approving the District's November 16, 2001, request to utilize some of the Rockport water extension funds to purchase a repeater.
48. Letter dated November 21, 2001, to Charles Stewart from Virginia M. McDonald, Rural Utilities Service, enclosing information from the West Virginia Public Service Commission relative to the acquisition and approval of engineering agreements.
49. Letter dated November 21, 2001, to All Water and Wastewater Treatment Plants in West Virginia from BissNuss Inc. relative to installing the Halogen Valve Emergency Shut-Off System, a system that will automatically shut off the chlorine gas in case of a leak.
50. Letter dated November 26, 2001, to Public Water System from Calvin Hatfield, West Virginia Rural Water Association, enclosing a brochure describing WVRWA's Board Member Training and Technical Assistance Program.
51. Copy of a letter dated November 26, 2001, to Tammy Deem Bennett from Linda Church stating that her delinquent water and sewer bill must be paid within ten days of the date of the letter to avoid being turned into Magistrate Court for collection.
52. Form dated November 27, 2001, from the Office of the Wood County Clerk returning six liens to be signed and stamped by a notary before they can be recorded.
53. Letter dated November 27, 2001, to the District from AXAonline Bill Center relative to changing the billing address on the account of Catherine R. Woodruff.
54. Form letter dated November 27, 2001, to Valued BSI Customer from J. F. Crutchfield, Business Software, Inc., relative to the renewal of our support agreement for the upcoming year.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 6**

55. Fax dated November 27, 2001, to Shelly, WalMart Store, Patriot Center, from Nellie Radcliff enclosing a copy of a shut-off notice for the store.
56. Copy of a letter dated November 28, 2001, to Dianne Wolfe, Bowles Rice McDavid Graff & Love, from Margaret Batten enclosing a copy of the recorded right-of-way easement for Harold and Opal Hoffman.
57. Copy of a letter dated November 28, 2001, to Mr. and Mrs. Harold G. Hoffman from Margaret Batten enclosing a copy of the recorded right-of-way easement between them and the District.
58. Fax dated November 28, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten containing copies of five documents relative to the unfinished work of Lou Morgan Builders.
59. Fax dated November 28, 2001, to Margaret Batten from Vincent JD Shaw, Cerrone Associates, requesting information on a number of customers in contract no.1 of the Stephens Fork, Sycamore Run, Limestone Ridge Water Extension Project.
60. Important Notice dated November 28, 2001, to Payroll/Benefit Coordinators, WV Public Employees Insurance Agency, reiterating PEIA guidelines regarding any leave of absence of a policyholder and the responsibility of collecting and remitting premiums.
61. Letter dated November 29, 2001, to Shayne Brabham from David L. Zwastetzky, Project Manager, IT Corporation, acting on behalf of Exxon Mobil Corporation, relative to a Discharge Authorization Request for the former Exxon Station located at the intersection of Route 14 and I-77.
62. Copy of certified letter dated November 29, 2001, to Mr. Kevin Jones from Charles Stewart relative to a delinquent water and sewer bill for his tenant, Michelle Hayes aka Michelle Buskirk.
63. Fax dated November 29, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret Batten enclosing a copy of a letter dated October 22, 2001, from Steven R. Hardman to Lou Morgan relative to items needing to be completed on his contract for the Office and Maintenance Buildings.
64. Fax dated November 29, 2001 to Craig Lyle, P.E., Ackenheil Engineers and Geologists, from Manning Frymier, Cerrone Associates, Inc., requesting an update on the 215 Dover Drive Sewer Line Problem.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 7**

65. Fax dated November 29, 2001, to Shayne from National Carports, Inc., enclosing an itemized estimate for a 20 x 28 x 10 structure with sides enclosed, back enclosed and one gable end.
66. Copy of a letter dated November 30, 2001, to Ms. Carla Ault from Linda Church enclosing District check no. 28240 in the amount of \$42.54 as a refund of the remainder of her security deposit along with her check no. 1310 in the amount of \$8.25 since her final bill of that amount was deducted from her security deposit.
67. Copy of a letter dated November 30, 2001, to the District from Pat Life, Customer Support Representative, WesBanco Bank, asking that the letter be signed and returned to the Bank if the District wishes to maintain account number 410001118 in an active status. Mrs. Batten signed the letter and returned it as requested.
68. Copy of a letter dated December 3, 2001, to Lori Derrick, Permit Support Team, West Virginia Division of Environmental Protection, from Margaret Batten enclosing an original and four copies of the District's WV/NPDES Water Pollution Control Permit Modification Application for its wastewater treatment plant.
69. Copy of a letter dated December 3, 2001, to Debbie Gehm, IT Corporation, from R. Shayne Brabham, authorizing IT Corporation to discharge treated groundwater into the District's sanitary sewer system.
70. Fax dated December 3, 2001, to Chris Metz, State Farm Insurance, enclosing a copy of the history of S & S Racing for the period of December 3, 1999, thru December 7, 2000.
71. Copy of a letter dated December 3, 2001, to Lou Morgan Builders from Steven R. Hardman, Esquire, Bowles Rice McDavid Graff & Love, advising Mr. Morgan that he has seven days to respond to the District regarding the completion of his contract for the District's new office and maintenance buildings.
72. Memorandum dated December 4, 2001, to Payroll/Benefit Coordinator from Tom Susman, West Virginia Public Employees Insurance Agency, enclosing a dental survey.
73. Copy of the completed West Virginia Public Employees Insurance Agency Survey on Dental Insurance Coverage.
74. Fax dated December 4, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from William Byers containing information from the fluoride and ammonia testing at the District's wastewater treatment plant.



**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
DECEMBER 20, 2001  
PAGE 8**

75. Important Notice dated December 5, 2001, to Payroll/Benefits Coordinators from the West Virginia Public Employees Insurance Agency stating that effective January 1, 2002, PEIA will change the retroactive time frame for issuance's of retro credits and debits on your monthly invoice from 12 months to 3 months.
76. Copy of a letter dated December 5, 2001, to Mrs. Wilma Hodge, WV Bureau of Public Health Environmental Engineering Division, from Margaret Batten enclosing the Monthly Operation Report and a copy of the Daily Water Purchase Tally for the District for the month of November.
77. Fax dated December 5, 2001, to Greg, RCDI, from Margaret Batten enclosing a copy of the current bill for Nicole Miller showing a balance due of \$14.55.
78. Letter dated December 6, 2001, to Charles M. Stewart from Lori Derrick, Permit Support Team, West Virginia Department of Environmental Protection, acknowledging the receipt of the District's application and fee to modify its WV NPDES Permit No. WV0081141.
79. Copy of a letter dated December 7, 2001, to the West Virginia Bureau For Public Health, Office of Environmental Health Services/EED, Regulatory Development and Compliance Unit, from Linda Church enclosing a copy of the District's WV National Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2001. Also enclosed was a copy of the District's updated response to the Compliance Inspection.
80. Copy of a letter dated December 7, 2001, to Charles A. Moses, Environmental Enforcement, from R. Shayne Brabham enclosing a copy of the District's latest updated response to the Compliance Inspection conducted at the District's wastewater treatment plant on October 31 and November 1, 2000.
81. Fax dated December 7, 2001, to Virginia McDonald, USDA, Rural Utilities Service, from Margaret Batten enclosing a copy of the invoice from Matheny Motor Truck Company for the District's new service truck.
82. Copy of a letter dated December 7, 2001, to Virginia McDonald, USDA, Rural Utilities Service, from Margaret Batten enclosing the invoice from Matheny Motor Truck Company for the District's new service truck.
83. Letter received on December 7, 2001, from Mike Johnson, P.E., Assistant Chief, West Virginia Department of Environmental Protection, stating that the Construction Assistance

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 9**

Office will move to 1560 Kanawha Blvd., East, Charleston, WV 25311, on December 17, 18, and 19, 2001.

84. Copy of a letter dated December 7, 2001, to Municipal Branch, Office of Water Resources (DNR) from Linda Church enclosing a copy of the WV National Discharge Elimination System Discharge Monitoring Report(WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2001. Also enclosed is a copy of the District's latest response to the Compliance Inspection Report conducted at the District's Wastewater Treatment Plant on October 31 and November 1, 2000.
85. Copy of a letter dated December 7, 2001, to Manning Frymier, P.E., Cerrone Associates, Inc., from Linda Church enclosing a copy of the WV National Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2001. Also enclosed is a copy of the District's latest response to the Compliance Inspection Report conducted at the District's Wastewater Treatment Plant on October 31 and November 1, 2000.
86. Copy of a letter dated December 7, 2001, to Mr. Pravin G. Sangani, P.E., Branch Leader, Permits, WV Division of Environmental Protection, Office of Water Resources, from R. Shayne Brabham containing the District's latest response to the Compliance Inspection conducted at the District's wastewater treatment plant on October 31 and November 1, 2000.
87. Copy of a letter dated December 7, 2001, to D. Weekley, Department of Natural Resources, from Linda Church enclosing a copy of the WV National Discharge Elimination System Discharge Monitoring Report (WRD 2A-82) and a copy of the WV Summary of Waste Water Treatment Plant Operators (ES59) for the month of November 2001. Also enclosed is a copy of the District's latest response to the Compliance Inspection conducted at the District's Wastewater Treatment Plant on October 31 and November 1, 2000.
88. Fax dated December 7, 2001, to Tonya Phillips, WV Department of Environmental Protection, Division of Water Resources, from William Byers enclosing a copy of a letter dated December 7, 2001 stating that a metal sample for the second quarter of 2001 (April - June) was not done for monitoring purposes.
89. Copy of a letter dated December 7, 2001, to Tonya Phillips, WV Department of Environmental Protection, Division of Water Resources, from William Byers, Jr. stating that the District did not conduct a metals sample test during the second quarter of 2001 for monitoring purposes.

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 10**

90. Fax dated December 7, 2001, to Margaret from Jennifer A. Kimmen, Arlington Hospitality, Inc., requesting a twelve to twenty-four month history of the water and sewer account for Amerihost Inn located at 201 Hospitality Lane, Mineral Wells, WV.
91. Fax dated December 7, 2001, to Jennifer A. Kimmen, Arlington Hospitality, Inc., from Margaret Batten enclosing a copy of the history report for Amerihost Properties for water and sewer service.
92. Letter dated December 12, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, stating that funds in the amount of \$17,000.00 will be electronically deposited into the Rockport Water Line Construction Account at WesBanco on December 13, 2001, to pay for the District's new service truck.
93. Letter dated December 12, 2001, to Charles Stewart from Virginia McDonald, Rural Utilities Service, approving payment of \$16,788.00 to Matheny Motor Truck Co. for a new service truck.
94. Fax dated December 12, 2001, to Matt Sweeney, Office of Water Resources, from Shayne Brabham enclosing a letter relative to the proposed financing of the Dechlorination Project for the District's wastewater treatment plant and its impact on the District's sewer rates.
95. \*\*\*\*\*Letter dated December 12, 2001, To Whom It May Concern from Poynter's Best Products stating that Canon USA has discontinued manufacturing supplies for the AP Line of typewriters including the ribbons needed for the District's Canon AP 110 I.D. # 11539 typewriter.
96. \*\*\*\*\*Letter dated December 13, 2001, To Whom It May Concern from Poynter's Best Products stating that Canon USA has discontinued manufacturing supplies for the AP line of typewriters including the District's Canon AP 350 I.D. #3672 typewriter.
97. \*\*\*\*\*Letter dated December 13, 2001, to Shayne Brabham from Guy W. Mick, Railroads and Utilities Unit, Engineering Division, West Virginia Department of Transportation, Division of Highways, enclosing an original and three copies of the proposed utility agreement dated December 13, 2001, between the District and Department of Highways for the I-77 Rest Area Sewer Project.
98. Fax dated December 14, 2001, to Margaret from Cathy Kingston, WesBanco Bank enclosing a copy of the electronic funds transfer for \$17,000.00 from Rural Utilities Service.
99. Fax dated December 14, 2001, to Virginia McDonald, Rural Utilities Service, from Margaret

**MINERAL WELLS PSD**  
**LIST OF CORRESPONDENCE**  
**DECEMBER 20, 2001**  
**PAGE 11**

Batten attaching the Electric Funds Transfer Confirmation for the deposit of \$17,000.00 into the Rockport Water Line Construction Account at WesBanco Bank.

100. Fax dated December 14, 2001, to the Editor, **PARKERSBURG SENTINEL**, from Margaret Batten enclosing a meeting notice and agenda for the December 20, 2001, Board Meeting to be published in the first available issue of the newspaper.
101. Fax dated December 14, 2001, to the Editor, **PARKERSBURG NEWS**, from Margaret Batten enclosing a meeting notice and agenda for the December 20, 2001, Board Meeting to be published in the first available issue of the newspaper.
102. Fax dated December 14, 2001, to Shayne Brabham from Jim Ruckman, Cerrone Associates, Inc., enclosing a copy of the easement schedule for the I-77 and SR 14 Interchange water line and sewer line relocations project.
103. Copy of a letter dated December 17, 2001, to Mrs. Judy Hartshorn from Margaret Batten enclosing a copy of the actual invoice for the installation of her grinder pump on Society Hill Road.
104. Memo dated December 17, 2001, to All Miss Utility of West Virginia, Inc. Members from Jim Kovach stating that the Fourth Quarter Meeting will be held on Thursday, January 17, 2002, at Damons Restaurant in Bridgeport, West Virginia.
105. Copy of a fax dated December 18, 2001, to William Byers, Jr. from Tonya R. Phillips, Microcomputer Specialist I, WV Department of Environmental Protection, stating that the monthly DMR's should be received no later than 20 days following the end of the reporting period.
106. Copy of a letter dated December 18, 2001, to Deidra A. Stone from Margaret Batten enclosing a copy of the final invoice dated October 29, 2001, for the installation of her grinder pump on Delaware Street.
107. Copy of a letter dated December 18, 2001, to Mr. & Mrs. William Leach from Margaret Batten enclosing a form to be signed for water service with Sycamore Run, Stephens Fork, Limestone Ridge Water Project. The form was completed during the summer of 2001 but was not signed.
108. Copy of a letter dated December 18, 2001, to Mrs. Lillian Cline from Margaret Batten enclosing a form to be signed for water service with the Sycamore Run, Stephens Fork, Limestone Ridge Water Project. The form was completed during the summer of 2001 but

**MINERAL WELLS PSD  
LIST OF CORRESPONDENCE  
DECEMBER 20, 2001  
PAGE 12**

was not signed.

109. \*\*\*\*\*Letter dated December 19, 2001, to Margaret Batten from Michael W. McNulty, West Virginia Rural Water Association, stating that the District's voting membership dues are due for renewal on February 1, 2002.